

JOINT COMMISSION ON SHARED SERVICES INITIATIVES
Minutes – July 24, 2014

The mission of the Joint Commission on Shared Services Initiatives is to provide visionary leadership in delivery of collaborative public services. We will accomplish this by identifying opportunities and challenges, engaging the multiple constituencies, and developing strategies to support collaboration in areas of common interest among the governmental bodies.

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: July 24, 2014

TIME: 7:30 a.m.

LOCATION: North Conference Room, City Hall

COMMITTEE CHAIR: Dave Duax

RECORDER: Linda DesForge

Commission Members Present:

City Council: Dave Duax, Kerry Kincaid

County Board: Colleen Bates, Gregg Moore

School Board: Kathryn Duax, Chris Hambuch-Boyle, Chue Xiong*

Commission Members Absent: Eric Larsen, Gerald Wilkie

Staff Present: Tom McCarty, Russell Van Gompel, Dale Peters, Angie Harmon, Linda DesForge

AGENDA ITEM #1: Call to Order.

Commission Chair Dave Duax called the meeting to order at 7:32 a.m.

AGENDA ITEM #2: Welcome new member, Rich Spindler, School Board President.

*School Board President Rich Spindler notified the Commission that he would be unable to attend meetings. He appointed School Board Member Chue Xiong as his designee to serve on the Commission. The Commission members welcomed Chue Xiong.

AGENDA ITEM #3: Election of Officers: Chair Person; Vice Chair Person

ACTION: Kerry Kincaid nominated Dave Duax as Commission Chair. Seeing no further nominations, Colleen Bates moved to cast a unanimous ballot for Dave Duax. The motion was seconded by Kerry Kincaid. The motion carried.

ACTION: Kathryn Duax nominated Colleen Bates as Commission Vice Chair. Seeing no further nominations, Gregg Moore moved to cast a unanimous ballot for Colleen Bates. The motion was seconded by Chris Hambuch-Boyle, and the motion carried.

AGENDA ITEM #4: Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of May 15, 2014.

It was suggested to add a clarification that School Board President Richard Spindler appointed Chue Xiong as his designee to serve on the Commission as the School Board representative.

ACTION: Gregg Moore made a motion to approve the minutes of May 15, 2014, as amended. Kathryn Duax seconded the motion and the motion carried.

AGENDA ITEM #5: Discussion of the 2014-2016 Work Plan.

Tom McCarty summarized the Work Plan. A concern was raised regarding the necessity of the first project, "City/County Health Department Shared Services Review". After some discussion, it was decided to remove the first project from the work plan, and include this item in the remaining two projects, "Share Administrative Functions" and "Share Administrative Space and Facilities".

ACTION: Gregg Moore made a motion to delete the first project, “City/County Health Department Shared Services Review” and consider this item in the remaining projects with respect to the City/County Health Department. Kerry Kincaid seconded the motion and the motion passed unanimously.

ACTION: A motion was made by Colleen Bates, and seconded by Kathryn Duax, to have the three entities adopt the same resolution as per the draft as amended. The motion passed unanimously.

AGENDA ITEM #6: Discussion of a Draft Charter for Shared Administrative Functions & Space.

Tom McCarty went over the highlighted areas on the Draft Charter. He pointed out that it is estimated that 60 – 80 hours would be spent for each person in addition to their regular staff duties. The target start date would be in late 2014. With a consultant, the start date would be pushed into January.

During the discussion, the following points were brought up:

- Consider sources of money
- Recognize staff limitations
- Need internal work/early diagnosis
- Update White Paper
- Decision on consultant (scope and cost)

It was suggested that the three administrators get together to compile background information, outline inventory and functions, discuss the cost of a consultant, etc. Facility managers and directors could also be included in the discussions. The Commission will receive a report at the next meeting. Since the timing of the budget is inconvenient, the budgets may need amending after reviewing the facts.

AGENDA ITEM #7: Update on the Health Insurance Consultant Study.

(This item taken before Item #5.)

Dale informed the Commission that the project is moving very slowly. The providers’ data has been received. The data will be reviewed and recommendations will come forward in the future.

Tom McCarty added that the entities need to move forward. The School District has made a decision; the City renewal was July 1; the County renewal is January 1.

AGENDA ITEM #8: Discussion of the updated Joint Commission on Shared Services Dashboard for current projects.

Tom McCarty summarized the dashboard. Purple bars have been added to show the implementation status. He pointed out that under project #3, Combined Land Records Management/GIS, the sharing of air photos between the City and County is underway. Under project #4, Combine IT Technology Functions, the CINC Consortium & CCI Systems received a Wisconsin PSC Broadband Expansion Grant in July.

AGENDA ITEM #9: Follow up on TEEEX Emergency Management Training For elected officials.

Handout: Elected Officials Guide to Emergency Management 2014

Tom McCarty asked the Commission members to review the above handout and provide any feedback they may have. This will be discussed at the next meeting.

There is an annual training on the radar for Winter/Spring.

AGENDA ITEM #10: Discussion and report from the three administrators on various needs.

None

AGENDA ITEM #11: Discussion of future agenda items and future meeting dates.

The next meeting will be held at 7:30 a.m. on Thursday, September 18, in Room 137 of the School Administration Building.

AGENDA ITEM #12: Adjournment.

ACTION: Kathryn Duax made a motion, seconded by Chue Xiong, to adjourn the meeting at 9:29 a.m. The motion passed by unanimously.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, September 18	7:30 a.m.	Room 137, School Administration Building
Thursday, November 20	7:30 a.m.	North Conference Room, City Hall